



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

August 10, 2020 - 7:00 PM  
Virtual Via Zoom Meetings

I. CALL TO ORDER

A. Call to order

Mayor Tripp called the meeting to order at 7pm.

B. Roll Call

Present:

Mayor Stephen Tripp, Mayor Pro-tem Ivory Mewborn, Commissioner Cynthia Goff, Commissioner Phyllis Ross, Commissioner Johnny Davis

Absent:

Commissioner Raymond Langley

Also Present:

Steven Harrell - Town Manager

Sarah Radcliff - Town Clerk

Scott Dixon - Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Tripp welcomed everyone to the virtual meeting.

D. Invocation

E. Pledge of Allegiance

F. Approval of the Agenda

Manager Harrell stated we need to add a Closed Session item, Pursuant to G.S. 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. He stated We need to add under Action Items, Approval of Resolution Designating Finance Director as Finance Officer, and Appointment to the Ayden Planning Board. He stated we need to remove the Item for Discussion from the agenda.

Motion to approve the agenda as amended.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

II. PUBLIC COMMENTS

There were no public comments.

III. PRESENTATIONS

A. Status of Quilt Lizzy

Susan Harris updated the board on the progress of Quilt Lizzy. She stated she hoped to open by the end of the year.

IV. PUBLIC HEARING

A. Public Hearing on USDA Loan and Grant for Purchase of Vac-all Truck

**Item Explanation**

This USDA required public hearing by the Ayden Board of Commissioners is for the purpose hearing public comments regarding the Town's proposal to obtain loan and grant assistance from USDA, Rural Development, for the purchase of a vacuum truck. If the loan is approved, the collateral for securing of the loan will be an Installment Purchase Agreement.

**Staff Comments**

Conduct public hearing.

**Action Requested**

No action necessary.

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing.

V. CONSENT AGENDA

A. Minutes from the June 29, 2020 Special Called Meeting and the July 13, 2020 Board Meeting

B. 2019 CDBG-Infrastructure (CDBG-I) Project Approval of Technical Service and Program Management Services

**Item Explanation**

The Town of Ayden has accepted a \$1,000,000 grant offer from the Division of Water Infrastructure for sanitary sewer replacement in Town (Ormond Street, Joyner Street, Thrower Street, and Jackson Street). The Town is required to procure technical services and administration program management services based on qualification. The Town followed procurement procedures established by the funding agency. Two (2) proposals were received. McDavid Associates, Inc. submitted a proposal for technical services and a proposal for administration program management. The Adams Company (Kenansville, NC) submitted a proposal for technical services and a proposal for administration program management. All are enclosed.

Based on evaluation of proposals, proximity to Town, and familiarity with project area and needs, McDavid Associates, Inc. has been selected as the most qualified to design and administer the Town's project.

The Town must approve selection to allow the project to move forward to allow the Town to meet established program milestone dates.

**Staff Comments**

Staff recommends adoption/approval of the provided resolution to select McDavid Associates, Inc. to provide services.

**Action Requested**

By motion, approve the Resolution selecting McDavid Associates, Inc. to provide engineering services and administration program management services.



RESOLUTION NO. 20-21-04  
TOWN OF AYDEN  
2019 CDBG INFRASTRUCTURE PROGRAM

WHEREAS, Ayden has applied for funds under the 2019 CDBG Infrastructure (CDBG-I) Program, and  
WHEREAS, Ayden received a \$1,000,000.00 grant from the North Carolina Division of Water Infrastructure, and  
WHEREAS, the 2019 CDBG Infrastructure program has established a timeline for implementation of improvements, and  
WHEREAS, Ayden needs professional Program Management services and Engineering services to execute the program in accordance with all applicable Federal, State and Local standards,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:  
That McDavid Associates, Inc. is selected to provide engineering services (technical services) based on procurement.  
That McDavid Associates, Inc. is selected to provide Administration Program Management services based on procurement.  
That the Mayor and Town Manager are authorized to negotiate and execute professional service agreements between the selected service providers and the Town of Ayden.

Adopted this 10th day of August 2020 in Ayden, North Carolina.

  
Stephen W. Tripp  
Mayor

Attest:

  
Sarah W. Redcliff  
Town Clerk

Motion to approve the consent agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Request for Speed Humps on Countryaire Drive, Robin Road and North Hills Drive

**Item Explanation**

Commissioner Langley has requested this agenda item for consideration of speed humps on Countryaire Drive, Robin Road and North Hills Drive.

**Staff Comments**

Town Board's Traffic Calming Policy allows for the Board to use its discretion in the placement of traffic calming measures.

**Action Requested**

At Town Board's Direction.

Manager Harrell stated Commissioner Langley had not heard back the from HOA for Countryaire so he wants to place the speed bumps on Dover Street instead of Countryaire Drive. Mayor Tripp recommended waiting on Dover Street because it is in Countryaire Subdivision and we would like to hear from their HOA.

Motion to approve the placement of speed humps on Robin Road and North Hills Drive.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Vote: Mayor Pro-tem Mewbon: yes; Commissioner Goff: yes; Commissioner Ross: yes; Commissioner Davis: yes

Approved: 4-0

Motion passed unanimously.

B. Christmas Town in Ayden Plans

**Item Explanation**

Laura Todd presented to Town Board ideas for "stay-in-place" Christmas Parade for Christmas Town in Ayden for 2020 season. Parade lines up, stays in place and visitors drive by in their cars. Ensures better safety during pandemic. Also, she proposed new Christmas lighting to better light up the town for Christmas. Proposal is to use the \$10,000 allotted to the now canceled Collard Festival.

**Staff Comments**

Town Board asked Laura to return to its August 10, 2020 meeting with a budget for the use of the \$10,000 for Christmas Town in Ayden. Enclosed is the Chamber's proposed budget for the \$10,000. This is in addition to the already budgeted \$3,000 that the Board provides to the Chamber annually to put on Christmas Town in Ayden.

**Action Requested**

As the Town Board directs.

Laura Todd, Executive Director for Ayden Chamber, addressed the Board. Mrs. Todd stated the proposed budget for the use of the \$10,000 was in the Board's agenda packet. She said there were some less expensive blow up lights that could be used if needed. She said she would like to offer 5 \$100 credits towards the homeowner's power bills. Manager Harrell said we could not legally provide an incentive on an electric bill. She said she could use that money in other ways. Manager Harrell said to have lights that last, you do have to spend a little more money on them.

Mayor Tripp said she could do \$100 gift certificates as incentives to the homeowner.

Commissioner Goff asked what the already budgeted \$3,000 would be used for. Mrs. Todd stated that would be used to pay Sudan groups, bands, ROTC, etc. She would like to still have them participate, just in a different way.

Mayor Tripp said he would like to have lights synchronized with music. Mrs. Todd said she had researched that and they need FM transmitters for that. She said they are really hard to find due to the pandemic, and they would need around 4 to cover the area, because they have a very low range.

Motion to approve giving an additional \$6,000 to the Ayden Chamber for Christmas Town in Ayden.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Vote: Mayor Pro-tem Mewbon: yes; Commissioner Goff: yes; Commissioner Ross: yes; Commissioner Davis: yes

Approved: 4-0

Motion passed unanimously.

- C. An Ordinance Adopting North Carolina State Highway Patrol Wrecker Service Fees

**Item Explanation**

Every two (2) years the North Carolina State Highway Patrol establishes wrecker services and fees in specific locales.

**Staff Comments**

Enclosed is the current wrecker service, Capital Automotive & Wrecker, Inc., and fees as established for the Ayden locale by the N.C. Highway patrol in July, 2020.

For ease of administration of wrecker services by the Ayden Police Department, it is recommended going forward that the Board of Commissioners of the Town of Ayden adopts the ongoing current wrecker service and fees as established

every two (2) years by the North Carolina State Highway Patrol. Enclosed is an ordinance so for the Town Board to adopt.

**Action Requested**

By motion, adopt ordinance adopting the ongoing current wrecker service and fees as established every two (2) years by the North Carolina State Highway Patrol.



**ORDINANCE NO. 20-21-02  
AN ORDINANCE ADOPTING NORTH CAROLINA  
STATE HIGHWAY PATROL WRECKER SERVICE FEES**

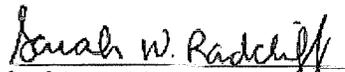
**WHEREAS**, every two (2) years the North Carolina State Highway Patrol establishes wrecker services and fees in specific locales; and

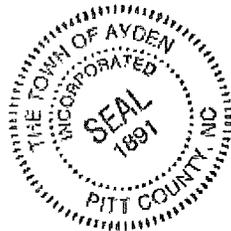
**WHEREAS**, for ease of administration of wrecker services by the Ayden Police Department, it is recommended going forward that the Board of Commissioners of the Town of Ayden adopts the ongoing current wrecker service and fees as established every two (2) years by the North Carolina State Highway Patrol;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Town of Ayden that it adopts the ongoing current wrecker service and fees as established every two (2) years by the North Carolina State Highway Patrol.

 8/10/2020  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion to adopt ordinance 20-21-02.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Vote: Mayor Pro-tem Mewbon: yes; Commissioner Goff: yes; Commissioner Ross: yes; Commissioner Davis: yes

Approved: 4-0

Motion passed unanimously.

D. Adopt Amended PLANT A HOME EMPTY PARCEL UTILIZATION PROGRAM

**Item Explanation**

Attached is Mayor Pro Tem Mewborn's proposal for adding affordable owner-occupied homes on current Town-owned empty parcels. Essentially incentivizes moderate to low income persons to possibly purchase these vacant parcels and build or place their homes on them.

**Staff Comments**

The attached proposal was presented to the Town Board at its June 8, 2020 meeting and was adopted by the Town Board. Additional information from the Town Attorney was needed for possible amendments to the proposal to be addressed at the Town Board's July 13, 2020 meeting. Amendments proposed by the Town Attorney were presented to the Town Board.

After discussion, it was decided to keep the income limit at 20% over state median income in lieu of the 30% recommended. Language to satisfy North Carolina statutory and Constitutional requirements for the conveyance of the vacant properties to low to moderate income persons at below market price was tabled to the Town Board's August 10, 2020 meeting.

Enclosed is a copy of the Plant a Home Program with the Town Attorney's re-amended language to satisfy N.C. statutes and Constitution. As requested at the Town Board's July 10, 2020 meeting, said language was shared with Mayor Pro Tem Mewborn and he agrees with it.

Implementation of the this program:

- preparation for promotion and advertising of the program on social media outlets and website has begun via a staff committee on which Mayor Pro Tem Mewborn is participating with a target date of September 1, 2020.
- Town Attorney will craft purchase agreement document and deed with program restrictions/tenants to be used for the purchase of the Town vacant parcels with a target date of September 15, 2020.
- Staff will put in place administrative program to monitor and track the purchases ready for implementing with a target date of September 15, 2020

**Action Requested**

By motion, adopt amended Plant a Home Empty Parcel Utilization Program.

Motion to approve amended Plant a Home Empty Parcel Utilization Program.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Vote: Mayor Pro-tem Mewborn: yes; Commissioner Goff: yes; Commissioner Ross: yes; Commissioner Davis: yes

Approved: 4-0

Motion passed unanimously.

E. Designating Finance Director as Finance Officer for Fiscal Control Responsibilities

**Item Explanation**

The Local Government Budget and Fiscal Control Act specifies that only the Finance Officer, or a properly designated Deputy Finance Officer, are authorized to perform various fiscal control responsibilities pursuant to Article 3, Chapter 159, North Carolina General Statutes, such as signing checks or drafts on an official depository, executing the pre-audit and disbursement certificates, and purchasing, selling, and exchanging securities.

**Staff Comments**

Staff recommends it is necessary within the Town’s Finance Department to designate Amy R. Coble, our new Finance Director, for the purposes enumerated in Article 3, Chapter 159 of the North Carolina General Statutes to serve as the designated Finance Officer for the Town of Ayden, pursuant to Article 3, Chapter 159, North Carolina General Statutes to perform only those acts or responsibilities authorized for a Finance Officer under Article 3, Chapter 159.

**Action Requested**

Adopt Resolution Designating Amy R. Coble, Finance Director, to perform various fiscal control responsibilities pursuant to Article 3, Chapter 159, North Carolina General Statutes.



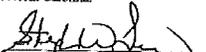
RESOLUTION NO. 20-21-05  
RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN  
DESIGNATING AMY R. COBLE, FINANCE DIRECTOR, AS AUTHORIZED TO  
PERFORM VARIOUS FISCAL CONTROL RESPONSIBILITIES PURSUANT TO ARTICLE  
3, CHAPTER 159, NORTH CAROLINA GENERAL STATUTES

WHEREAS, the Local Government Budget and Fiscal Control Act specifies that only the Finance Officer or a properly designated Deputy Finance Officer are authorized to perform various fiscal control responsibilities pursuant to Article 3, Chapter 159, North Carolina General Statutes, such as signing checks or drafts on an official depository, executing the pre-audit and disbursement certificates, and purchasing, selling, and exchanging securities; and

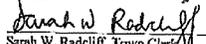
WHEREAS, it is necessary within the Town’s Finance Department to designate Amy R. Coble, Finance Director, for the purposes enumerated in Article 3, Chapter 159 of the North Carolina General Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Ayden, NC, that Amy R. Coble, Finance Director, is designated Finance Officer for the Town of Ayden, pursuant to Article 3, Chapter 159, North Carolina General Statutes to perform only those acts or responsibilities authorized for a Finance Officer under Article 3, Chapter 159.

Adopted this the 10<sup>th</sup> day of August 2020 in Ayden, North Carolina.

  
Stephen W. Tripp, Mayor

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion to adopt Resolution 20-21-05.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Vote: Mayor Pro-tem Mewborn: yes; Commissioner Davis: yes; Commissioner Ross: yes; Commissioner Goff: yes

Discussion: None

Approved: 4-0

Motion passed unanimously.

F. Appointment to the Ayden Planning Board

**Item Explanation**

Jerry Cox's term on the Ayden Planning Board expires on August 20, 2020 and he is eligible for reappointment. Mr. Cox is filling the Alternate ETJ seat that is appointed by the Pitt County Board of Commissioners.

**Staff Comments**

Vacancy was advertised on the Town's Facebook page and website. No applications were received; however, Mr. Cox has indicated he would like to be reappointed. With the passing of Wayne Harris, staff recommends appointing Jerry Cox to the regular ETJ seat and continuing to advertise for the alternate ETJ seat.

**Action Requested**

Recommend sending a letter of recommendation to the Pitt County Board of Commissioners to appoint Jerry Cox to the vacant seat of Wayne Harris.

Motion to send a letter of recommendation to the Pitt County Board of Commissioners to appoint Jerry Cox to the vacant seat of Wayne Harris.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Davis; Yes; Commissioner Goff: yes; Commissioner Ross: yes.

Approved: 4-0

Motion passed unanimously.

VII. ITEMS FOR DISCUSSION

A. Consideration of Text Amendment for Unified Development Ordinance

This item was removed from the agenda.

VIII. INFORMATION

A. Staff Departmental Reports

IX. BOARD MEMBER COMMENTS

X. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:12pm.

XI. Closed Session

- A. Pursuant to G.S. 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Motion to enter into closed session at 7:50pm.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Vote: Mayor Pro-tem Mewborn: yes; Commissioner Davis: yes; Commissioner Ross: yes; Commissioner Goff; yes

Approval: 4-0

Motion carried unanimously.

Motion to go back into open session at 8:11pm.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Vote: Mayor Pro-tem Mewborn: yes; Commissioner Davis: yes; Commissioner Ross: yes; Commissioner Goff; yes

Approval: 4-0

Motion carried unanimously.

**CERTIFICATION**

Minutes from the August 10, 2020 meeting were adopted and certified this 14<sup>th</sup> day of September in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

  
Sarah W. Radcliff, Town Clerk